



Department: Department of the Interior
Agency: U.S. Fish and Wildlife Service
Job Announcement Number: PH-NM-09-253977

Social Services Assistant (YCC Group Leader)

Salary Range: 30,772.00 - 33,507.00 USD per year	Open Period: Thursday, April 16, 2009 to Wednesday, April 29, 2009
Series & Grade: GS-0186-05	Position Information: Full Time Temporary NTE 8 weeks
Promotion Potential: 05	Duty Location: 1 vacancy - VIRGINIA BEACH, VA 1 vacancy - Cambridge, MD 1 vacancy - Baring, ME 1 vacancy - NEWBURYPORT, MA 1 vacancy - Basom, NY 1 vacancy - Guys Mills, PA 1 vacancy - Newington, NH

Who May Be Considered:

United States Citizens

Job Summary:

Social Services Assistant (YCC Group Leader), GS-0186-05

Working for the U.S. Fish & Wildlife Service is more than a career. It is a commitment shared by more than 9,000 men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, plants, and their habitats. From the Arctic Ocean to the South Pacific, the Atlantic to the Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature's beauty and bounty.

APPLICATIONS WILL BE ACCEPTED FROM: All U.S. Citizens

Please note: This announcement is for **temporary positions** for approximately 8 weeks (from June until mid-August 2009.) This position may be extended up 2 years, but is subject to termination at any time due to lack of funds, lack of work, or as the needs of the Service dictate.

One or more positions may be filled using this vacancy announcement.

Key Requirements:

- U.S. Citizenship is required.
- A valid state driver's license is required.
- Selectees must wear the official U.S. Fish & Wildlife Service uniform.

Major Duties:

The person in this position will serve as the lead for a crew of Youth Conservation Corps (YCC) enrollees, ages 15 to 18, in a variety of land resource improvement projects, stream and water improvements, and fish and wildlife habitat improvement projects which contribute to the mission of the U.S. Fish and Wildlife Service. Duties include: provide guidance and direction in all phases of work projects to ascertain proper performance; answer enrollees questions about projects and provide a learning experience to the enrollees; plan work and educational projects; set weekly priorities and prepare work schedules; assign duties to enrollees; and plan and implement a well-balanced and integrated conservation education program designed to enhance enrollees understanding of the natural environment. The person in this position will be responsible for demonstrating the proper use of hand and power tools to the enrollees and will be responsible for the safety of the YCC enrollees.

Please note: The work requires both office and outdoor work. Temperature and weather extremes may be encountered in the performance of outdoor work. Field activities may include wading through dense vegetation and wetlands, and multiple encounters with insects such as black flies and mosquitoes. The work requires physical exertion such as walking over wet, rough, uneven or rocky surfaces, bending, crouching, stooping, stretching, reaching climbing, or similar activities.

Qualifications:

In order to be qualified for this position, you must possess one of the following:

A. A Bachelor's or higher degree from an accredited college or university with a major field of study or at least 24 semester hours of study in biology, chemistry, botany, environmental science, natural resource management, education, social or human behavior, or a similar course of study that would have provided the knowledge, skills, and abilities necessary to do the work of the position.

- OR -

B. At least one year specialized experience comparable to the GS-4 level or higher, performing most of the following duties: leading community or residential recreation or training programs; assigning work to volunteers; assisting in the development of natural resource educational projects or programs; and providing guidance or advice to program participants on mission, duties, or responsibilities.

- OR -

C. Less than one year of specialized work experience as described in B and have not yet completed four years of education above high school as described in A but do possess a combination of experience as described under letter B above and education as described under letter A above which, when combined, is equivalent to 100% of the qualification requirement. (Only education in excess of the first 60 semester hours may be used in this calculation). To calculate your percentage of education, first determine the total number of semester hours that exceed 60 semester hours (or your school's definition of one year of study), then divide the total number of your excess semester hours by 30 (or your school's definition of one year of study). To calculate your percentage of qualifying experience, divide your total number of months of qualifying experience by 12. Now, add the two percentages together. The sum of the percentages must equal at least 100%.

If you are qualifying for the position based on your college education, you MUST submit a copy of your transcripts (official or unofficial photocopy) to document that you have met these education requirements. College transcripts are also required if you currently occupy or previously occupied the series for which you are applying. Official transcripts will be required if you are selected to fill the position. If you have attended more than one university/college or have completed more than one degree, you must submit documentation from each university/college. (Most colleges and universities offer unofficial transcripts online.) Failure to submit this documentation by the closing date will result in disqualification from further consideration.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<http://www.ed.gov/admins/finaid/accred/index.html>.

Foreign Education: For education completed in foreign colleges or universities to be used to meet qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

All education claimed by applicants will be verified by the appointing agency accordingly. It is the applicant's responsibility to provide documentation or proof that the applicable educational provisions have been met.

Only experience obtained by the closing date of this announcement will be considered.

All new employees of the U.S. Fish & Wildlife Service must identify a financial institution for direct deposit of pay prior to appointment.

New employees who are expected to travel on official business are required to apply for a Government travel charge card within 30 days of their appointment.

A background security investigation MAY be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Appointment to this position may require a one-year probationary period.

How You Will Be Evaluated:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

- **Skill in organizing and overseeing teenage volunteers**
- **Knowledge of environmental conservation principles, practices, and goals**
- **Ability to communicate orally**

Veterans Preference:

Five-point preference is given to those honorably separated veterans (this means an honorable or general discharge) who served on active duty (not active duty for training) in the Armed Forces:

- during any war (this means a war declared by Congress, the last of which was World War II);
- during the period April 28, 1952, through July 1, 1955;
- for more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- during the Gulf War period beginning August 2, 1990, and ending January 2, 1992;
- for a period of more than 180 consecutive days any part of which occurred during the period beginning on September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom; or
- in a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.
- Served on active duty for 180 consecutive days during the period starting September 11, 2001 and ending as of the close of Operation Iraqi Freedom

Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty, must have served continuously for 24 months or the full period called or ordered to active duty.

Effective on October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans.

Ten-point preference is given to:

- those honorably separated veterans who 1) qualify as disabled veterans because they have served on active duty in the Armed Forces at any time and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or 2) are Purple Heart recipients;
- the spouse of a veteran unable to work because of a service-connected disability;
- the unmarried widow of certain deceased veterans; and
- the mother of a veteran who died in service or who is permanently and totally disabled.

You must submit a DD-214 or other official documentation in order to claim preference. Applicants claiming 10-point preference must complete form SF-15, *Application for 10-Point Veteran Preference*.

Note: Reservists who are retired from the Reserves but are not receiving retired pay are not considered "retired military" for purposes of Veterans' preference.

For more information on Veterans Preference, please visit
<http://www.opm.gov/employ/veterans/html/vetsinfo.asp>.

Benefits:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Leave - Most Federal employees earn both annual and sick leave. For additional information visit:

<http://www.opm.gov/oca/leave/index.asp>

Other Information:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be **rated at 85** or above on the rating criteria for this position. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. **If you are claiming 10-point veterans' preference,** you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

4. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

6. If you are eligible for a special appointment authority, such as those authorized for the severely disabled and certain Vietnam era and disabled veterans, and you meet the qualification requirements for this position, you may be able to receive additional consideration for this position under a non-competitive hiring authority. Please contact the U.S. Fish and Wildlife Service, Region 5, Human Resources Office in Hadley, MA.
(<http://www.fws.gov/northeast/ma/ro.html>)

For information regarding eligibility for special appointment authorities, refer to the following OPM website: <http://www.opm.gov/disability/PeopleWithDisabilities.asp>.

7. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.

How To Apply:

To apply for this position, you must provide a complete Application Package, which includes **both** of the following parts:

1. Your responses to the Assessment Questionnaire, and
2. Your résumé and any other documents specified in the Required Documents section of this job announcement.

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete* Application Package using the *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by Friday, May 29, 2009.

Option A: Application Manager

To begin, choose one of these options:

- If your résumé is going to come **from the USAJOBS Resume Builder**, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached only to the Application Package you complete and Submit immediately *after* you click the Apply Online button for this job announcement, not to any Application Packages you may already have created.
- If your résumé is going to be one you prepared **outside of USAJOBS Résumé Builder**, click this link to begin the process: [Online Questionnaire](#).

To return to **Application Manager** at any time, use whichever one of the links you used to begin as described above, or simply go to <http://applicationmanager.gov/>.

Option B: Paper Qualifications Questionnaire

If it is not possible for you to use *Application Manager*, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling USAJOBS by Phone at (703) 724-1850; after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents either by fax, by mail or in person.

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.gov/> for this vacancy announcement. Your documents will display under the Details tab in the Document area.

Faxed documents will take 2-3 business days to process. To fax documents, you **MUST** use the special cover page. Print the pre-populated cover page on the upload documents screen of Application Manager. Or, you may click this link <http://staffing.opm.gov/pdf/usascover.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below.

- Include the 8-character Vacancy Identification Number **PH253977**,
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.
- Fax your cover page and documents to **1-478-757-3144**.

Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

Note: If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

- **By mail or in person:**

Philadelphia Services Branch
US Office of Personnel Management
600 Arch Street
Philadelphia, PA 19106
USA
Attention: PH253977

Instructions for completing the paper Assessment Questionnaire:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the on-line Applications Manager method, you will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission. **You are encouraged to complete the Assessment Questionnaire and submit your documentation using the Application Manager method since it is the most efficient way to process your application . The method that we highly recommend is outlined under "OPTION A."** If you are unable to submit your responses online, please use the following step-by-step assessment questionnaire instructions as a guide to filling out the required questionnaire on the OPM Form 1203-FX:

Social Security Number

Please enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however, we cannot process your application without it.

Vacancy Identification Number

The Vacancy Identification Number is: PH253977

1. Title of Job

Social Services Assistant (YCC Group Leader)

2. Biographic Data**3. E-Mail Address****4. Work Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability**6. Citizenship**

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information**9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

05

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim**15. Dates of Active Duty - Military Service**

16. Availability Date

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

The occupational specialty will be selected for you if there is only one, otherwise, select/enter at least one occupational specialty code for this position. The specialty code for this position is:
001 Social Services Assistant (YCC Group Leader)

21. Geographic Availability

Select/enter at least one geographic location in which you are interested and will accept employment. The location code for this position is:

0280 NEWBURYPORT, MA
0877 VIRGINIA BEACH, VA
1437 Baring, ME
1438 Cambridge, MD
1481 Newington, NH
1502 Basom, NY
1503 Guys Mills, PA

22. Transition Assistance Plan

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

Providing this information is completely voluntary and will not affect the processing of your application or consideration for employment. Prior to the review of your application materials, these demographics will be separated from your application along with any personal identifiers.

The collected information will help us to better understand the applicant pool for Federal jobs. The nature of the information received is confidential. This information will be maintained under conditions that ensure only summary data for all applicants are reported and that no individual applicant's data is provided to selecting officials. This information becomes part of a Privacy Act System of Records as identified in 5 CFR 552a, and any disclosure of this record or information contained in this record is in accordance with routine uses found in OPM/GOVT-7, Applicant Race, Sex, National Origin, and Disability Status Records.

The categories below provide descriptions of ethnicity, race and disability. Select the category(s) with which you identify yourself.

Category 01 and 02, "Ethnicity", check only one; category 03 through 07, "Race", check all that apply; category 08-10, "Disability Status" select one; category 12-20 "Targeted Disabilities", in the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation; category 11 applies to Schedule A appointment eligibility.

01 01 - Hispanic or Latino
02 02 - Not Hispanic or Latino
03 03 - White
04 04 - Black or African American
05 05 - Asian
06 06 - Native Hawaiian or other Pacific Islander

- 07 07 - American Indian or Alaska Native
- 08 08 - No Disability
- 09 09 - I do not wish to Identify my Disability
- 10 10 - Disability
- 11 11 - I am on or eligible for a Schedule A appointment (See "How to Apply" in the Vacancy Announcement for eligibility details)
- 12 12 - Deafness
- 13 13 - Blindness
- 14 14 - Missing Limbs
- 15 15 - Partial Paralysis
- 16 16 - Total Paralysis
- 17 17 - Convulsive Disorder
- 18 18 - Mental Retardation
- 19 19 - Mental Illness
- 20 20 - Distortion of Limb or Spine

25. Occupational/Assessment Questions:

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5 Social Services Assistant duties:

- A. I have a Bachelor's or higher degree from an accredited college or university with a major field of study or at least 24 semester hours of study in biology, chemistry, botany, environmental science, natural resource management, education, social or human behavior, or a similar course of study that would have provided the knowledge, skills, and abilities necessary to do the work of the position.
- B. I have at least one year specialized experience comparable to the GS-4 level or higher, performing most of the following duties: leading community or residential recreation or training programs; assigning work to volunteers; assisting in the development of natural resource educational projects or programs; and providing guidance or advice to program participants on mission, duties, or responsibilities.
- C. I have less than one year of specialized work experience as described in B and have not yet completed four years of education above high school as described in A. I do have, however, a combination of experience as described under letter B above and education as described under letter A above which, when combined, is equivalent to 100% of the qualification requirement. (Only education in excess of the first 60 semester hours may be used in this calculation). To calculate your percentage of education, first determine the total number of semester hours that exceed 60 semester hours (or your school's definition of one year of study), then divide the total number of your excess semester hours by 30 (or your school's definition of one year of study). To calculate your percentage of qualifying experience, divide your total number of months of qualifying experience by 12. Now, add the two percentages together. The sum of the percentages must equal at least 100%.
- D. My education and/or experience is not described above.

In this part, you will respond to questions about experiences you have had that are related to the requirements of the job for which you are applying. Carefully review the response descriptions listed below. For each question or statement, select the one response description that best describes your experience, education, or training.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing this task, but have not yet performed it on the job.
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

- 2. Reports enrollee time, progress, and performance
- 3. Assigns work and sets priorities for students or volunteers
- 4. Reports discipline problems to supervisor
- 5. Leads students or volunteers in natural resource and/or fish and wildlife habitat improvement projects
- 6. Surveys working conditions to point out hazards and unsafe situations to program enrollees
- 7. Develops conservation educational talks or programs
- 8. Demonstrates proper, safe use of hand and power tools
- 9. Plans educational projects

10. Provides guidance to students or volunteers on job duties and assignments
11. Explains conservation concepts and goals
12. Answers questions about projects and mission of organization
13. Counsels enrollees on personal and/or group matters

Required Documents:

For this job announcement the following documents are required:

- **Resume**
- **Transcripts, if qualifying based on education**
- **Qualifications Questionnaire**
- **Veterans documentation, if applicable**

Please see the instructions outlined above under How To Apply for specific instructions and options for completing and submitting your application material. Please ensure that your resume contains your full name, address, phone number, and social security number.

Complete applications must be received by 11:59 p.m. EST Friday, May 29, 2009

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.gov> for this vacancy announcement. Your documents will display under the Details tab in the Document area.

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Note: If you have documents in your Application Manager account for a previous vacancy announcement they can be opened, copied, and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

Contact Information:

Philadelphia Services Branch
Phone: (215)861-3074
Email: philadelphia@opm.gov

Or write:

Philadelphia Services Branch
US Office of Personnel Management
600 Arch Street
Philadelphia, PA 19106
USA

What To Expect Next:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.